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Thank you.

QUARTER

- 1 ☐ July-September
2 ☐ October-December
3 ☐ January-March
4 ☐ April-June

**SECTION 5311 QUARTERLY REPORT
FOR
FINANCIAL ASSISTANCE FOR OTHER THAN URBANIZED AREAS
FISCAL YEAR _____**

Project Number: MT 18 _____

Agency Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Contact Person: _____

A. OPERATING DATA:

1. Total number of vehicles in service during this quarter
2. Total number of miles accumulated this quarter
3. Number of days agency operated vehicles this quarter (Cannot exceed 92 days for a quarter)
4. Average number of hours vehicle operated per day

B. RIDES PROVIDED (Record each ride in one category only):

Category

Contracted

Non-Contracted

1. 60 yrs. old and over
2. Under 60 yrs. old
3. Disabled
4. **TOTAL RIDES FOR QUARTER**

C. PERFORMANCE DATA:

1. Average cost per mile (cost ÷ miles)
2. Average cost per ride (cost ÷ rides)
3. Average number of rides per day (rides ÷ days)
4. Average number of rides per mile (rides ÷ miles)



D. FINANCIAL DATA (must include all cost associated with entire transportation system)

QUARTERLY COSTS:

1. **Labor**
 - a. Operators' wages
 - b. Other salaries and wages
2. **Fringe Benefits**
 - c. Fringe benefits distribution
3. **Services**
 - d. Professional and technical services
 - e. Advertising fees
 - f. Temporary help
 - g. Vehicle maintenance services
(including parts)
 - h. Custodial services
 - i. Other services
4. **Materials & Supplies Consumed**
 - j. Fuel and lubricants
 - k. Tires and tubes
 - l. Office supplies
 - m. Other materials and supplies
5. **Utilities**
 - n. Utilities
6. **Casualty & Liability Costs**
 - o. Casualty and liability costs
7. **Taxes**
 - p. Property tax
 - q. Vehicle licensing and registration fees
 - r. Other taxes
8. **Purchased Transportation Service**
 - s. Purchased transportation service
9. **Leases and Rentals**
 - t. Passenger shelters
 - u. Vehicles
 - v. Facilities
10. **Miscellaneous Expense**
 - w. Dues and subscriptions
 - x. Travel and meetings
 - y. Other miscellaneous expense
11. **TOTAL OPERATING COSTS**

E. REIMBURSEMENT CALCULATIONS:

1. Total Operating Costs
2. Total Amount of Fares
Fare charged per one-way ride:
 - a. Elderly = \$
 - b. Disabled = \$
 - c. General public = \$
 - d. Contracted = \$
3. Net Operating Deficit (Line 1 minus Line 2)
4. Eligible Section 5311 Earned this Quarter
(50% of Line 3)
5. Total Amount of Section 5311 Grant
6. Eligible Section 5311 (Line 4)
 - 1st Quarter
 - 2nd Quarter
 - 3rd Quarter
 - 4th Quarter
7. Total Earned Section 5311
Cumulative Year-to-Date
8. Balance of Unearned Section 5311 Funds

F. DETERMINING YOUR DBE

1. **Determine the Percent of FTA Section 5311 Funding in Your Total Operating Expenses**
 - a. Total operating costs (Line E,1)
 - b. Section 5311 funds (Line E,4)
 - c. Section 5311 funds are what percentage of total operating expenses ($b \div a$)
2. **Determine Your Total Contracting Opportunities**
 - a. Total operating expenses
Less: Wages
Utilities
 - b. Equals total contracting opportunities
3. **Determine Your Total Contracting Opportunities Subject to DBE**
 - a. Total contracting opportunities
(Line 2,b)
 - b. Multiplied by percent established in No. 1 equals amount of contracting opportunities subject to DBE Goal
 1. $3,b \times 10\% = \text{DBE Goal}$
 2. Indicate actual amount spent with a DBE this quarter*

*Summarize expenditures by category (i.e., fuel, office supplies, etc.)

ACTIVE MDT GRANT VEHICLE REPORT

(Vehicles in which MDT is a lien holder)

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
1. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
2. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
3. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
4. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
5. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
6. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
7. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
8. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
9. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
10. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
11. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
12. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
13. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
14. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
15. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
16. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
17. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
18. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
19. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
20. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
21. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
22. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
23. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
24. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
25. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
26. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
27. MT-				

Vehicle Project No.	Odometer Reading (End of Quarter)	Total Miles This Quarter	No. Of Days Veh. Operated This Qtr.	Avg. No. Of Hours Per Day
28. MT-				

Submit Reports to: MDT – Transit Section
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